

## **TennCare Eligibility Administrator**

The Bureau of TennCare is seeking a TennCare Eligibility Services Administrator in the TennCare Eligibility organization within the Division of Member Services. This position will be responsible for leading a team up to one hundred employees, including three (3) Directors, who will lead and supervise teams responsible for the review and processing of benefits applications and annual recertification documents to evaluate TennCare and Cover Kids eligibility.

The TennCare Eligibility Services Administrator will work with the Member Services Deputy Director to develop program goals, priorities, objectives and strategies. Additionally, the Eligibility Services Administrator will ensure communication and action plans are developed and efficiently and effectively implemented; develop and implement quality assurance and employee evaluation standards and measures; ensure collaborative problem solving and decision-making processes are utilized to maximize the efficiency of the eligibility evaluation process; monitor the risk and quality of all aspects of the TennCare/Cover Kids eligibility evaluation process. The TennCare Eligibility Services Administrator must maintain a current knowledge base of policy and regulations surrounding Medicaid and the Children's Health Insurance Program (CHIP) eligibility.

The TennCare Eligibility Services Administrator will report directly to the Member Services Deputy Director and will work closely with the other members of the Senior Leadership Team within the Eligibility organization.

### **Qualifications:**

- Bachelor's Degree
- Minimum of four (4) years management/supervision experience in either state government, healthcare or a program eligibility related field
- Ability to adapt to changing priorities and deadlines
- Ability to foster and maintain cohesive working relationships
- Ability to interpret and execute public policy
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

### **Job Location:**

Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [The.RC@tn.gov](mailto:The.RC@tn.gov) by January 17<sup>th</sup>, 2015. Please reference the job title in the subject line.

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